



Changes to Local Schedule HR Effective April 3, 2011

Note: The use of an asterisk (*) in the second edition of Local Schedule HR indicates that the record is either new to this edition, the retention period for the record has been changed, or amendments have been made to the description of or remarks concerning the record. An asterisk is not used to indicate minor amendments to grammar or punctuation. Only the changes to those records series with an asterisk have been included in the list below.

Record Number	Records Series Title	Description of Change
PART 1: RECORDS COMMON TO PUBLIC HEALTH AGENCIES		
HR4750-04	Medicare Records	Retention period changed to "5 years after the month the cost report is settled ." Regulation changed to <i>Medicare Claims Processing Manual</i> , Chapter 1, Sec. 110.3
HR4750-07	Radiation Control Records	Reference to <i>Texas Regulations for Control of Radiation</i> removed from all sub-series.
HR4750-07a	Radiation Control Records – records of receipt, transfer, disposal of sources of radiation	Retention period changed to "Until termination of license or certificate of registration." Citation changed to 25 TAC 289.202(tt)(2).
HR4750-07c	Radiation Control Records – routine/package surveys, instrument calibrations	Citation changed to 25 TAC 289.202(nn)(1).
HR4750-07m	Radiation Control Records – tests of protective equip.	Retention period changed to 3 years. Citation changed to 25 TAC 289.227 (s)(1)(l).
HR4750-07n	Radiation Control Records – radiation machines	Record description reflects re-naming of state agency. Retention period changed to "Until termination of certificate of registration or until inspection by the Texas Department of State Health Services, whichever occurs first." Citations changed to 25 TAC 289.226; 289.227(s)(1)(R);

		289.229(k); 289.232(k)(1)(X)(i); 289.233(j)(2)(N); or 289.253(dd)(5), depending on type of machine.
HR4750-07o	Radiation Control Records – test calibrations for compliance, human diagnostic x-ray systems	Retention period changed to 3 years. Citations changed to 25 TAC 289.226; 289.227(s)(1)(S); 289.229(k); or 289.253(dd)(5), depending on type of system.
HR4750-07p	Radiation Control Records – spot checks for x-ray systems	Retention period changed to 3 years. Citation changed to 25 TAC 289.227(s)(1)(M).
HR4750-07q(1)	Radiation Control Records – mammography x-ray systems – QA records	Retention period changed to “Until the next annual inspection has been completed and the agency has determined that the facility is in compliance with the QA requirements or until the test has been performed two additional times at the required frequency, whichever is longer.” Citation changed to 25 TAC 289.230(ff)(3).
HR4750-07q(2)	Radiation Control Records – mammography x-ray systems – Equipment evaluations	Retention period changed to 2 years. Citation changed to 25 TAC 289.230(ff)(3).
HR4750-07q(3)	Radiation Control Records – mammography x-ray systems – Original mammograms	Citation changed to 25 TAC 230(i)(4).
HR4750-07q(4)	Radiation Control Records – mammography x-ray systems – Annual Mammography Survey Report	New records series.
HR4750-07r(1)	Radiation Control Records – records for therapeutic x-ray systems of less than 1 MeV - Calibrations	Retention period changed to 3 years. Citation changed to 25 TAC 289.229(k).
HR4750-07r(2)	Radiation Control Records – records for therapeutic x-ray systems of less than 1 MeV – Spot check measurements, records of corrective actions	Retention period changed to 3 years. Citation changed to 25 TAC 289.229(k).
HR4750-07s(1)	Radiation Control Records – records for therapeutic x-ray systems of more than 1 MeV – Calibrations	Retention period changed to 3 years. Citation changed to 25 TAC 289.229(k).
HR4750-07s(2)	Radiation Control Records –	Citation changed to 25 TAC 289.229(k).

	records for therapeutic x-ray systems of more than 1 MeV – Spot check measurements, records of corrective actions	
HR4750-07t	Radiation Control Records – misadministration of radionuclides	Retention period changed to “Until termination of license or certificate of registration.” Citation changed to 25 TAC 289.229(k).
HR4750-11	Volunteer Service Files	Retention period changed to “US or date of separation + 3 years.”
HR4750-12a	Medicaid Provider Records – records necessary to fully disclose services provided	New records series.
HR4750-12b	Medicaid Provider Records – Freestanding RHCs	New records series.
HR4750-12c	Medicaid Provider Records – Hospital-based RHCs	New records series.

PART 2: RECORDS OF LOCAL PUBLIC HEALTH AUTHORITIES

Retention note at beginning of Section 2-1 (Medical Records) revised to reflect re-naming of state agency.

HR4775-01	Communicable Disease Surveillance Forms	Record description reflects re-naming of state agency. Retention period changed to “7 years past date last encounter occurred or until patient reaches 21 st birthday, whichever later.”
HR4775-02	Dental Records and Referrals	Retention period changed to 5 years. Citation changed to 22 TAC 108.8(b).
HR4775-03b	Immunization Record and Consent forms – Minors	Record description changed to define “minors” as “persons under the age of 18.”
HR4775-04a	Patient Records – Adult health, child health, chronically ill and disabled children, communicable diseases	Retention period changed to “7 years past the last date on which service was given or until the patient's 21 st birthday, whichever later.” Citation added: 22 TAC 165.1(b).
HR4775-04b	Patient Records – Family health	Retention period changed to “7 years past the last date on which service was given or until the patient's 21 st birthday, whichever later.” Citation added: 22 TAC 165.1(b).
HR4775-04c	Patient Records – Family	Retention period changed to “7 years past the last date on

	planning, including Title XX	which service was given or until the patient's 21 st birthday, whichever later." Citation added: 22 TAC 165.1(b).
HR4775-04d	Patient Records – Maternal health	Retention period changed to “7 years past the last date on which service was given, mother’s 21 st birthday, or until the infant’s 21 st birthday, whichever later.” Citation added: 22 TAC 165.1(b).
HR4775-04e	Patient Records – Sexually transmitted diseases except syphilis and HIV/AIDS	Record description changed to specify exclusion of HIV/AIDS records. Retention period changed to “7 years past the last date on which service was given or until the patient's 21 st birthday, whichever later.” Citation added: 22 TAC 165.1(b).
HR4775-04f(1)	Patient Records – Syphilis – positive test results	Retention period changed to “7 years past the patient’s death, if known; or 18 years from the last date of service, if not known.” Remark added: “Recommendation of the Texas Department of State Health Services.”
HR4775-04f(2)	Patient Records – Syphilis – negative test results	Retention period changed to “7 years past the last date on which service was given or until the patient's 21 st birthday, whichever later.” Citation added: 22 TAC 165.1(b).
HR4775-04g	Patient Records – HIV/AIDS	Retention period changed to “7 years past the date of patient's death, if known; or 18 years from last date of service, if not known.” Remark added: “Recommendation of the Texas Department of State Health Services.”
HR4775-04h	Patient Records - Tuberculosis	Retention period changed to “7 years past the last date on which service was given or until the patient's 21 st birthday, whichever later.” Citation added: 22 TAC 165.1(b).
HR4775-04i	Patient Records – Leprosy (Hansen’s disease)	Record description changed to add “leprosy.”
HR4775-04j	Patient Records – Disease intervention records	New records series.

HR4775-05a	Screening Procedures – health risk appraisal, other laboratory tests, etc.	Retention period changed to “7 years past the last date on which service was given or until the patient's 21 st birthday, whichever later.” Citation added: 22 TAC 165.1(b).
HR4775-05b(1)	Screening Procedures – HIV – Anonymous test results	Record series divided into two sub-series: (A) for positive results, (B) for negative results. Retention period for (A) changed to “1 year past test date or last date of service, whichever comes later.” Retention period for (B) changed to “90 days from test date or results given to client, whichever comes first.” Remark added to (A) and (B): “Recommendation of the Texas Department of State Health Services.”
HR4775-05b(2)	Screening Procedures – HIV – Seropositive confidential test results	Retention period changed to “7 years after the patient's death, if known; or 18 years after seropositive results, if not known.” Remark added: “Recommendation of the Texas Department of State Health Services.”
HR4775-05b(3)	Screening Procedures – HIV – Seronegative confidential test results	Retention period changed to “7 years past the last date of services or until the patient's 21st birthday, whichever later.” Citation added: 22 TAC 165.1(b).
HR4775-05b(4)	Screening Procedures – HIV – Prevention counseling notes, risk reduction plans, case management records compiled on HIV positive clients	New records series.
HR4775-05c	Screening Procedures – Infant screening for genetic or metabolic disorders	Citation added: 22 TAC 165.1(b).
HR4775-06	STD and HIV Intervention Records	New records series.
HR4775-44a	Controlled Substance and Dangerous Drug Records – logs and inventories, etc.	Citations changed: “By regulation and by law - 21 CFR 1304.04(a); Health and Safety Code, Section 481.067(c); 37 TAC 13.207.”
HR4775-44b	Controlled Substance and Dangerous Drug Records –	Citation in remarks revised in two places: 37 TAC 13.207.

prescriptions records

HR4775-45	Rural Health Care Clinics Certified for Participation in Medicare	Retention period changed to "7 years from date of last entry."
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PART 3: RECORDS OF LOCAL PUBLIC HOSPITALS

HR4800-03	Logs and Registers	Series divided into two sub-series: HR4800-03a for tumor registry files, 4800-03b for other logs and registries.
HR4800-03a	Logs and Registers – tumor registry files	Retention period changed to "50 years or until patient's death, if known, whichever sooner." Retention Note added: "Review before disposal. Some records of this type may merit PERMANENT retention for future medical research."
HR4800-04	Patient Records	Retention period changed to "10 years past the last date on which service was given or until the patient's 21 st birthday, whichever later."
HR4800-21	Blood Bank Records	Retention period changed to "10 years after the records of processing have been completed or 6 months after the latest expiration date for the individual product, whichever later." Language of Retention Note revised: "When there is no expiration date, records must be retained PERMANENTLY ."
HR4800-44d	Controlled Substance and Dangerous Drug Records – outpatient records	Citations changed: "By regulation and by law - Health and Safety Code, Section 481.075(i)(2); Health and Safety Code, Section 483.023; 37 TAC 13.207."
HR4800-45	Dietary and Food Service	All sub-series merged; record description changed to "Food service records, menus, meal counts, dietary services studies, and rosters of patient diet orders." Retention period changed to AV.
HR4800-46	Housekeeping Room Records	Retention period changed to AV.
HR4800-49	Nursing Services Reports	Records series withdrawn. Use GR1050-26b (Position staffing and vacancy reports).
HR4800-50a	Security Records – incident reports	Retention period changed to 2 years.
HR4800-50b	Security Records – daily watch logs	Record description changed [formerly "Security Records – Daily log – Listing of notable occurrences"].

HR4800-50c	Security Records – lost and found log	Retention period changed to “After disposal of all items listed in the log + 1 year.”
HR4800-51	Social Services Case Records	Retention period changed to “5 years from the last date of service for adult clients, or 5 years beyond the age of 18 for minor clients.” Citation added: 22 TAC 781.409(4).
HR4800-52	Laboratory Records	New records series.

NOTE: VITAL STATISTICS RECORDS (FORMERLY PART 4 OF LOCAL SCHEDULE HR) HAS BEEN REMOVED.

PART 4: COUNTY INDIGENT HEALTH CARE PROGRAM RECORDS

HR4825-01	This series has been withdrawn. See Local Schedule GR, Section 2-2 (Accounting Records).	
HR4825-03	State Legalization Impact Assistance Grant Records (SLIAG) (Obsolete Record)	Record description added: “This grant is no longer issued to Texas public health entities. However, any remaining records should be maintained for the full retention periods listed.”

PART 5: ANIMAL CONTROL AND HEALTH RECORDS

HR4850-02	Animal Bite Records	Record description revised: “Records of investigation of bites by animals (for both dog-on-person incidents and dog-on-dog incidents), including reports or copies of reports by or to physicians, veterinarians, health officers, animal shelter personnel, law enforcement officers, or the Texas Department of State Health Services; quarantine reports relating to the observation and testing of the animal; and similar records pertinent to the disposition of animal bite incidents.” Retention period changed to “3 years; or, if the person bitten is a minor, until the person's 21st birthday, whichever later.”
HR4850-06	Complaints	Retention period changed to “Resolution of the complaint + 3 years.” Retention Note added: “If investigation conducted due to complaint, see HR4850-15.”
HR4850-10	Rabies Vaccination Certificates	Retention period changed to “Date of issuance + 5 years.” Citation changed to 22 TAC 573.51(c).
HR4850-13	Microchip Implant Documentation	New records series.
HR4850-14	Dangerous Animal List	New records series.

HR4850-15	Animal Related Investigation Records	New records series.
HR4850-16	Deceased Animal Removal Records	New records series.
HR4850-17	Wildlife or Livestock Control Records	New records series.
HR4850-18	Small Animal Quarantine Agreement Forms	New records series.

PART 6: RECORDS OF THE COUNTY INSPECTOR OF HIDES AND ANIMALS

Retention Note at beginning of Part 6 revised as follows: Proposition 10, as submitted by House Joint Resolution No. 69 (effective December 4, 2007) and House Bill 328 of the 81st Legislative Session (effective May 19, 2009) officially abolished the constitutional authority for the office of county inspector of hides and animals. The retention periods in this part are now binding on the county clerk or any other current custodian of the records of a defunct office of the inspector of hides and animals. This part should also be used in determining the disposition of any extant records of the office of the county inspector of sheep, which was abolished in 1915.

HR4875-04	Inspection Record	Retention period changed to permanent.
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